

**RISK ASSESSMENT****Guideline**

<b>RISK LEVEL</b>	<b>SECURITY FORMS REQUIRED</b>	<b>TYPE OF INVESTIGATION REQUIRED</b>	<b>PRELIMINARY CHECKS REQUIRED FOR EOD DETERMINATION</b>
<b>HIGH</b>	<ul style="list-style-type: none"> <li>- Copy 2 Photo IDs</li> <li>- SF 85P (e-QIP)</li> <li>- FD 258</li> </ul>	Minimum Background Investigation (MBI) or Limited Background Investigation (LBI)	Favorable Review of Forms Favorable FBI fingerprint, CIS and Law Enforcement Checks Scheduling of MBI or LBI (Examples) Contractors and IT personnel requiring access to classified areas or information
<b>MODERATE</b>	<ul style="list-style-type: none"> <li>- Credit Authorization Release (GSA Form 3665)</li> <li>- Contractor Information Sheet</li> </ul>	National Agency Checks with Law and Credit (NACLC)	Favorable Review of Forms Favorable FBI fingerprint, CIS and Law Enforcement Checks Scheduling of NACLC (Examples) IT-help desk, In-house Admin staff and contractors requiring a higher level of security clearance
<b>LOW</b>	<ul style="list-style-type: none"> <li>- Copy 2 Photo IDs</li> <li>- SF 85P (e-QIP)</li> <li>- FD-258</li> <li>- Contractor Information Sheet</li> </ul>	National Agency Checks with Written Inquires (NACI)	Favorable Review of Forms Favorable FBI Fingerprint, CIS and Law Enforcement Checks Scheduling of the NACI (Examples) Contractors working outside that do not require credentials: Landscapers, Trash/Recycle, Some Construction (determined by project), and window washers. ALSO temp. contractors without an escort <b>NOTE: Only if they don't get HSPD-12 credentials</b>

- 2) **Position Sensitivity** - (High, Moderate & Low) – Federal Agency determines by the position potential for adverse impact to the efficiency and integrity of the service.

**High Risk:** Those sensitive positions that have the potential for exceptionally serious impact on duties especially critical to the agency mission with broad scope of policy or program authority.

**Moderate Risk:** Those sensitive positions that have the potential for moderate to serious impact on duties very important to the agency mission with significant program responsibilities and delivery of customer services to the public.

**Low Risk:** Those non-sensitive positions include those positions with potential for impact on duties of limited relations to the agency mission.

**3) Contracting Officer/Contracting Officer Technical Representative (CO/COTR):**

The Contracting Officer or Contracting Officer's Technical Representative must furnish to FPS Contract Suitability Adjudication Program staff the CE's background investigation information using the FPS HSPD-12 PSI Contractors Info Worksheet (Attachment 1).

After the background investigation package is received, it will be checked for accuracy. The following is a brief summary of the CE background processing steps:

**4) Step by Step Procedures****Contractor Personnel – Background Investigation Processing Procedures**

- A CE/COR/COTR/ will complete the FPS HSPD-12 PSI CONTRACT INFO WORKSHEET (**Attachment 1**) and review for accuracy and completeness. COTR/Coordinator will send the completed worksheet to the GSA NCR BID room (Room 1065) security processing section for further review. The GSA security processing section will validate completeness of the form prior to transfer to DHS FPS Regional CSA Section. Incomplete forms will be returned to COTR/Coordinators for correction.*
- B Upon receipt of the FPS HSPD-12 Form, the FPS staff will conduct the appropriate BI, (i.e.: NAC, Law Enforcement and CIS Checks as well as inquiry into the Office of Personnel Management (OPM) Personnel Investigations Processing System (PIPS) for any previous completed background investigation(s). If the OPM PIPS check reveals a previous favorable investigation, it will be ordered. If there is no previous and current within scope BI, FPS staff will then enter the CE information required for the OPM Electronic Questionnaires for Investigations Processing, (e-QIP) system access and provide an email notification to the CE to access the internet e-QIP Portal and complete the indicated security forms.*
- C CE has 7 working days to enter **e-QIP** and enter and re-enter to complete the security forms after receipt of E-Mail invitation. Any requirement for extensions should be brought to the DHS FPS CSA staff who sent the e-QIP invitation.*
- D Upon CE completion of the forms and **e-QIP** acceptance of the security questioner form, the system will generate a general release form, a medical release form and an e-QIP Investigation Request # attached. The CE will sign the release form **and** [together with two (2) copies of completed fingerprint card, a copy of two (2) picture ID's (**approved list of acceptable ID's, Attachment 2**) and if categorized Moderate or High Risk a signed Credit Check waiver form (GSA Form 3665) supply all forms to the GSABID room security processing staff. (**All forms will contain the e-QIP Investigation request number**)*
- E The CE will present a copy of the two(2) acceptable ID's (See Attachment 2) to accompany the hard copy forms and two (2) completed fingerprint cards unless a live scan type device is used with results going to FPS. Upon receipt of forms identified above FPS will submit Fingerprint cards to the FBI for processing and initiate preliminary background and credit checks. Fingerprint results should take from 3-5 days to be completed and results provided to Credentialing Official at NCR. CO may issue Notice to Proceed upon notification/return of favorable fingerprint results.*
- F If the CE fails to submit security documents or respond completely to inquiries made by the DHS FPS CS Adjudication staff member within **15 calendar days**, the CE will no longer be considered for an "Enter-On-Duty" determination by the COTR, and the Vendor and the CE will be notified of this decision in writing.*
- G When requested and the DHS PFS CSA staff is in receipt of favorable NAC results, the CO/COTR will be notified of a Pre-Favorable Determination.*
- H The CO/COTR will complete the credentialing application form, submit it to Credentialing Office (Rm 1912 ROB), and schedule and notify CE for appointment to process for a PIV Credential*
- I FPS CS Adjudication Staff will schedule the background investigation case to OPM – Boyers, PA for investigation processing.*

J	If the final suitability decision made based on the results from OPM investigation and under 5 CFR 731 criteria for suitability is favorable the CE's case is completed.
K	The PBS coordinator and the CE are notified of the final suitability decision by email or letter.
L	When any and all suitability issues are resolved, the CE should be approved for entry on duty. The final favorable contract Employment Suitability Letter from FPS will be forwarded to the COTR and should be filed in the CE's Personnel Security file.
M	In cases of "Unfavorable" Final Suitability decision letter, the CE will be removed from GSA controlled space immediately. The CE is provided appeal rights from the FPS Headquarters Specialist.
N	The CE has 30 days to appeal after receiving any unfavorable notice... CE has no appeal rights after the date stamped on the unfavorable letter.
O	<i>The COTR is required to provide a list of any action changes regarding sponsorship of vendor personnel staff to FPS CS Adjudication staff. This will include any resignations, terminations or other offers of federal employment.</i>
P	A copy of the "Certificate of Investigations" and the "Results of Investigation" letter will be sent to the COTR and filed in the CE's Personnel Security file.

The appropriate investigation must be initiated and a favorable NAC (including fingerprint and name check completed), prior to the issuance of a Badge (Credential).

GSA Child Care Workers background investigation criteria under HSPD-12 are under review as of July 2006. GSA/FPS agreement is to continue current investigation status until further notice.

## 5) **Administrative Information**

### CE Background Investigation packages to FPS/Contract Suitability Adjudication Staff – Regional Offices:

- a) All CE background investigation packages will be delivered to BID Security processing section Room 1065 ROB for processing.
- b) BID room security processing section will review investigative packages for completeness prior to forwarding to FPS NCR for processing. Incomplete forms will be returned to CO/COTR.
- c) HSPD-12 Coordinators at each division shall be the focal point for coordination of all aspects of HSPD-12 processing and notifications of favorable fingerprint checks and completed investigations for their division.

## 6) **RESPONSIBILITIES**

### **Contracting Officers/Contracting Officer Technical Representatives (CO/COTR)**

Quality check, complete as necessary and submit the FPS HSPD-12 PSI Contractors Info Worksheet (**Attachment 1**) to the HSPD-12 processing office in the BID Room (RM 1065), Regional Office Building. Forms should be reviewed for completeness and accuracy prior to submission. CO/COTR will also submit (upon completion of security form in e-QIP) the CE's signed waiver form, two completed fingerprint cards, and a copy of two forms of ID of the applicant, along with a credit check waiver (GSA Form 3665) if the applicant is being processed for a moderate or high risk investigation. (e-QIP Investigation Request # is required on all submitted forms). Upon receipt of notification of favorable fingerprint check, the CO/COTR will complete credentialing application and schedule CE for credential (Badge) processing.

**CE (Contractor Employee)**

The CE is responsible for providing CO/COTR accurate information necessary to complete the FPS HSPD-12 PSI Contractors Info Worksheet (Attachment 1). Upon receipt of notification of an invitation to enter the e-QIP system, CE will enter the **e-QIP** system and complete the computer based security investigation form (***Completion required within seven working days of notification***). Upon successful completion and acceptance the system will generate a (1) general release form (2) medical release form and (3) an Investigation Request #. The CE will sign the waiver form, have two fingerprint cards completed (FD 258), make a copy of two different forms of a photo ID (acceptable ID see attachment 2) along with any additional requirements identified and provide all forms and information to the CO/COTR. CE will make sure that the Investigation Request # from the e-QIP registration form is annotated on all the above forms prior to providing them to the CO/COTR. When GSA is notified of a Prefavorable or final Favorable determination has been, the CE will be scheduled by their CO/COTR to be processed for their credentials/Badge.

**GSA ROB Credentialing Office**

Upon receipt of notification of either a Pre-favorable or completed Favorable investigation the credentialing officials will notify either the CO/COTR or the Division HSPD-12 coordinator of the notification and the requirement to schedule the individual for credential or ID Badge processing. The credentialing office will notify on a weekly basis the HSPD-12 processing office (BID Room) or Program Manager of the names and numbers of individuals processed during the week. (Report due by COB each Friday)

**HSPD-12 Processing Office**

The Processing office acts as the focal point for coordination for all aspects of the HSPD-12 BI processing. Provides advice, guidance, and assistance on the HSPD-12 investigation process, coordinates with GSA ROB Credentialing Office on all aspects of credentialing processing. Coordinates with DHS FPS CSA on the submission of BI packages and assists in fulfilling their requirements. Maintains statistical data regarding submitted investigations and responds to management on questions and concerns involving the program.

## HSPD-12 Attachment 1

Applicant Information	
Social Security Number [SSN]:	- -
Name: {Last, First, Middle, Suffix}	
Date of Birth {Month /Day/ Year}	/ /
Place of Birth {City, State}	
e-Mail Address:	@
Phone # {Day: work/cell.}	D: [ ] - C: [ ] -
Position Title:	
Forms submitted to FPS CSA Staff on: / / by:	
Type of Contractor: (Select one)	
Type of Contractor Position	
GSA - PBS Contractor:	<input type="checkbox"/> Building Resources <input type="checkbox"/> In-house Administrative staff <input type="checkbox"/> Temporary {Less than 6 months} Or outside worker
3 <sup>rd</sup> Party Contractor	<input type="checkbox"/> Lessor <input type="checkbox"/> Out Lease Activity
GSA Child Care Worker	<input type="checkbox"/>
FPS Contract Guard	<input type="checkbox"/>
GSA - Not a PBS Contractor	<input type="checkbox"/> Federal Acquisition Service (FAS) <input type="checkbox"/> Administrator
Position Risk Level	<input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High
Work Location	GSA Building Number:
Building Name Duty Location or Post:	
GSA Point of Contact	
Phone # and FAX #	[ ] - F: [ ] -
e-Mail Address	@
Contract/Lease Information	
Contract Number:	
Purchase/Task Order or R/SWA #:	
Award Date / / Expiration Date / /	Please indicate: Initial <input type="checkbox"/> or Option Period <input type="checkbox"/>
Contracting Officer Technical Representative [COTR]	(if different from the GSA Point of Contact)
Phone # and FAX #	[ ] - F: [ ] -
e-Mail Address	@
Contractor Information	
Company Name:	
Address	
City, ST Zip	
Contractor Company Point of Contact	
Phone # and FAX #	[ ] - F: [ ] -
e-Mail Address	@
Primary or Sub-Contractor If Sub - Name of Primary	<input type="checkbox"/> P <input type="checkbox"/> Sub
DHS Federal Protective Service CSA (Staff use only)	
Personal Security Investigation	
<input type="checkbox"/> NCIC Checks - 176T " Temporary & outside workers only/Childcare Staff	<input type="checkbox"/> NACI {SF 85P}
<input type="checkbox"/> NACI+CREDIT	<input type="checkbox"/> Minimum Background Investigation (MBI)
<input type="checkbox"/> Limited Background Investigation (LBI)	<input type="checkbox"/> Signed Authorization For Release Of Information <input type="checkbox"/> Fingerprints
e-QIP Invitation #	Release Form Recd: / / Reject 1: / /
2 <sup>nd</sup> e-QIP Invitation #	2 <sup>nd</sup> Release Form Recd: / / Reject 2: / /
<input type="checkbox"/> Initiator <input type="checkbox"/> Reviewer	<input type="checkbox"/> Approver Released: / /
Preliminary Suitability Decision	Date: / / <input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable
Final Suitability Decision	Date: / / <input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable
Comments/Notes:	

**HSPD-12 Attachment 2**  
**HSPD-12**  
**LIST OF ACCEPTABLE**  
**IDENTIFICATION DOCUMENTS**

**NOTE: ONE FORM OF IDENTIFICATION MUST HAVE A PICTURE AND BE ISSUED BY A STATE OR FEDERAL AGENCY**

<b>List A</b>	<b>List B</b>	<b>List C</b>
U. S. Passport (unexpired or expired)	Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
Certificate of U.S. Citizenship (Form N-560 or N-561)	ID card issued by Federal, State or local government agencies of entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	Certification of Birth abroad issued by the Department of State (form FS-545 or Form DS-1350)
Certificate of Naturalization (Form N-550 or N-570)	School ID card with a photograph	Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
Unexpired foreign passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization	Voter's registration card	Native American tribal document
Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)	U.S. Military card or draft record	U.S. Citizen ID Card (Form I-197)
Unexpired Temporary Resident Card (Form I-688)	Military dependent's ID card	ID Card for use of Resident Citizen in the United States (Form I-179)
Unexpired Employment Authorization Card (Form I-688A)	U.S. Coast Guard Merchant Mariner Card	Unexpired employment authorization document issued by DHS (other than those listed under List A)
Unexpired Reentry Permit (Form I-327)	Driver's license issued by a Canadian government authority	
Unexpired Refugee Travel Document (form I-571)	<b>For persons under age 18 who are unable to present a document listed above:</b> School record or report card Clinic, doctor or hospital record Day-care or nursery school record	

- A. For contractor employees performing work at a GSA-owned or leased facility for a period of thirty days or longer, the contractor shall following the above process.
- B. The above information shall be submitted to the COR no later than **five (5) working days after award of the contract** or fifteen working days prior to any new employee starting work under this contract.
- C. The contractor shall employ U.S. citizens or legal immigrants. When the contractor employs legal immigrants, the contractor shall provide copies of the individuals' green cards to the COR with submission of the fingerprint cards and personal histories. GSA will perform background checks and provide approval or rejection of employee.
- E. No employee or subcontractor will be allowed to perform any work under this contract without receiving prior clearance from GSA.
- F. The COR reserves the right to require the contractor to re-submit the documents at any time. The above forms must be submitted to the COR within three working days of receiving such a request. Failure to provide the documents within the specified time period will result in the removal of the employee until such time that the documents are submitted, reviewed and approved.
- G. The Government shall have, and exercise, full and complete control over granting, denying, withholding, and termination of clearances for any employees.
- H. The authority of the Federal Protective Service (FPS) to perform suitability determinations and background checks in areas under GSA jurisdiction is provided in the following:
  - i. GSA Organizational Manual (OHR P 5440.154)
  - ii. (OPM) FPM, Chapter 731, (Personnel Suitability) and Chapter 732 (Personnel Security)
  - iii. PBS P 5930.17C, Chapter 8 (Contract Suitability System)

#### **52.204-9 Personal Identity Verification of Contractor Personnel (Sept 2007)**

(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24 and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

(End of clause)

#### **4. STANDARDS OF CONDUCT:**

The contractor shall be responsible for maintaining satisfactory standards of employee competency conduct appearance and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. The contractor is also responsible for ensuring that his employees do not disturb papers on desks, open desk drawers or cabinets, or use Government telephones, except as authorized.

**5. CRIMINAL LIABILITY:**

It shall be understood by the contractor that disclosures of information relating to the work or services provided under this contract requirement to any person not entitled to receive it, or failure to safeguard any classified information as defined in Executive Order Number 11652 that may come to the contractor or any person under the contractor's control in connection with the work under this contract, may subject the contractor, his agents or employees to criminal liability under Title 18, Section 793, 794, and 798 of the United States Code.



**SECTION I**  
**CONTRACT CLAUSES**

SEE Form SF 26, PAGES 1 of 8 .

REGISTER OF WAGE DETERMINATION UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary  
of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

William W. Gross                      Division of  
Director                      Wage Determinations

Wage Determination No.: CBA-2008-2192  
Revision No.: 0  
Date Of Last Revision: 7/14/2008

State:

Area:

Employed on Operation and Maintenance Services contract for GSA Contract for mechanical operation and maintenance services..

Collective Bargaining Agreement between contractor: Preventive Maintenance Services, Co., and union: Int'l Union of Operating Engineers Local 99-99A, effective 5/1/2008 through 5/30/2011.

In accordance with Section 2(a) and 4(c) of the Service Contract Act, as amended, employees employed by the contractor(s) in performing services covered by the Collective Bargaining Agreement (s) are to be paid wage rates and fringe benefits set forth in the current collective bargaining agreement and modified extension agreement(s).

~~BE~~-I-1



CENTRAL PENSION FUND  
of the  
International Union of Operating Engineers and Participating Employers  
4115 Chesapeake Street NW, Washington, DC 20016-4665  
202-362-1000; FAX 202-364-2913; www.cpfuoe.org

PARTICIPATING AGREEMENT

Business Information

FUND OFFICE USE

Branch No.....

Agmt I.D. No.....

Business Name and Address (to which Employer Reporting Forms should be mailed):

PM Service Company  
2220 Central Avenue  
St. Petersburg, FL 33712

Administrative Contact Person: LISA PIERCE

Telephone: (727) 323-1060 Fax: (727) 357-7631 Email: LPIERCE@

Employer Federal Tax Identification No. (b) (4) PM SERVICES COMPANY, NE

Business Type: ☒ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Joint Venture

Bargaining Agreement Information

IUOE Local Union No.: 99

Bargaining Agreement is: ☐ New Agreement ☒ Renewal - Existing Agmt I.D. No.: \_\_\_\_\_

Bargaining Agreement effective from: May 1, 2008 to: April 30, 2011

Bargaining Agreement covers:

☐ Geographic area - Describe: \_\_\_\_\_

☒ Single Project/Facility - Describe: GSA Distribution Warehouse  
Franconia, VA

☐ Other - Describe: \_\_\_\_\_